

## ADS 512 - AGENCY PRINTING AND GRAPHICS SERVICES

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**Functional Series 500: Management Service**  
**ADS Chapter 512 - Agency Printing and Graphics Services**

Supersedes HB 20 chapter 9.

**512.1 Authority**

1. [Foreign Assistance Act of 1961, As Amended P.L.87-195, Section 636](#)
2. [44 U.S.C. 502](#) and [512](#)
3. [41 CFR 101, The Federal Property Management Regulations](#)
4. [12 FAM 530, Uniform State/USAID/USIA Security Regulations](#)
5. Based on an opinion of the Office of Legal Counsel of the Department of Justice ("OLC"), USAID's Office of the General Counsel has held that the Agency has the authority to use Agency funds for business cards under the "necessary expense" doctrine. The Comptroller General ("GAO") has held that, except for "entertainment" accounts, an agency could not use its funds to purchase employee business cards. The OLC in an opinion dated August 11, 1997, concluded that an agency could purchase business cards under the "necessary expense doctrine" and that executive branch agencies are not bound by opinions of the Comptroller General to the contrary.

**512.2 Objective**

The objective for printing and graphics services is to provide printing, binding, reproduction, and copying of Agency-wide material. Graphic presentation services are available to the staff of USAID/W, and, upon request, to overseas missions.

**512.3 Responsibility**

The Bureau for Management, Office of Administrative Services, Consolidated Property Division (M/AS/CPD), is responsible for providing printing, binding, reproduction, and copying services to USAID/W, and upon request to overseas missions.

**512.4 Definitions (See [ADS Glossary](#))**

BROCHURE  
PAMPHLET  
PERIODICAL  
PUBLIC  
PUBLICATIONS

## **512.5 POLICY**

The statements contained within the .5 sections of this ADS chapter are the official Agency policies and corresponding essential procedures.

### **512.5.1 PROCUREMENT OF SERVICES**

It is USAID policy to produce or procure quality publication, printing and graphic services at the lowest cost consistent with the purpose, nature, and urgency of the work to be performed.

#### **E512.5.1 Procurement of Services - N/A**

### **512.5.2 SPECIAL AUTHORITY**

Although the Foreign Assistance Act of 1961, as amended, authorizes the use of foreign assistance funds for printing and binding without regard to the provisions of any other law, compliance with Government Printing and binding Regulations is required except in unusual or emergency situations. Any exceptions must be cleared by the Chief of M/AS/CPD.

#### **E512.5.2 Special Authority - N/A**

### **512.5.3 GRAPHIC SERVICES**

USAID/W graphic services, including exhibits, design services, and framing must be requisitioned from M/AS/CPD, which shall determine the choice of vendor. All requests for mounting, framing, and other graphic materials must be USAID related. Framing of personal maps/pictures is not allowed.

#### **E512.5.3 Graphic Services**

To obtain graphic services the requestor must submit either an SF-1, Printing and Binding Requisition, or a Form AID 5-18, Printing/Distribution Request, to M/AS/CPD. Awards requests must come from the USAID Awards Committee and be submitted on an SF-1 to M/AS/CPD. (See [SF-1](#) and Form [AID 5-18](#))

### **512.5.4 PRINTING AND DUPLICATING SERVICES**

M/AS/CPD determines the most suitable and cost effective means for completing printing, binding, reproduction, and copying services.

#### **E512.5.4 Printing and Duplicating Services**

The requestor must submit an SF-1 to M/AS/CPD. Duplicating services performed within USAID/W facilities must be submitted on a Form AID 5-18, Duplicating and Distribution Request. (See [SF-1](#) and [AID Form 5-18](#))

## **512.5.5 PUBLICATIONS**

M/AS/CPD must procure quality publications at the lowest cost available. M/AS/CPD has the option to determine whether or not Agency clients procure large volumes or quantities of printed materials. It is Agency policy to print publications in one color. Publications requested to be printed with more than one color must be approved by M/AS/CPD.

### **E512.5.5 Publications**

Requests for publications must be submitted to M/AS/CPD on an SF-1. (See [SF-1](#))

## **512.5.6 AUTHORIZATION AND APPROVAL**

\* All requisitions must contain the signature and title of an authorizing officer designated in accordance with ADS 331, Small and Micro Purchases in USAID/W. (See [ADS 331](#))

All requisitions for reproduction of publications must carry the Communications Review Board (CRB) countersignature. (See [HB 18, PT III, Ch 13, Information Services.](#))

All forms (numbered or unnumbered) must be approved by M/AS/CPD prior to initial printing or any subsequent reprinting. (See [ADS 505](#))

### **E512.5.6 Authorization and Approval - N/A**

## **512.5.7 OBLIGATION OF FUNDS**

When printing, reproduction, or graphics work is accomplished with USAID facilities and personnel, no appropriation or allotment is shown on the requisition since costs are automatically charged to M/AS/CPD allotments.

When work is performed outside the Agency, Government Printing Office, or commercially, the requisition must show obligating information. Offices with their own printing budget must use their assigned appropriation and budget plan codes.

### **E512.5.7 Obligation of Funds - N/A**

## **512.5.8 SECURITY**

Security Regulations set forth in 12 FAM 530 must be adhered in the preparation and handling, reproduction, filing, and storage of all classified materials. (**See Mandatory Reference, [12 FAM 530](#)**)

#### **E512.5.8 Security**

Upon filling out a Form AID 5-18, the requestor must indicate the security classification in the appropriate column.

#### **512.5.9 BUSINESS CARDS FOR OFFICIAL USE**

The Agency will print, or reimburse the printing cost, of business cards for employees who have SUBSTANTIAL representational responsibilities with foreign governments and international organizations, the U.S. Legislative, Executive or Judicial Branches, or the private sector. For USAID/W this is limited to Deputy Office Director and above; any other request requires Office Director or Designee approval. For USAID/Missions this is limited to upper level management; any other requires Supervisor's approval. Direct-hires, Personal Services Contractors, FSNs, and others may be approved for business cards if there are SUBSTANTIAL representational responsibilities.

a) For USAID/W employees, M/AS/CPD will print 500 business cards per order. The business cards will be produced in the inhouse printing shop and will be one color (black) on white card stock. USAID/W employees WILL NOT be reimbursed for printing costs incurred if printed by another source.

b) For overseas employees, posts may reimburse an employee the lesser of \$100 or 500 cards per order. As part of managing its operating expenses, posts may provide a lesser or no allowance.

The Agency will print or reimburse the printing costs of business cards, under these limits, upon initial assignment, reassignment, or after 3 years in the same position.

c) The funding source for business cards for operating expense (OE) funded employees is the OE account, not representation or entertainment accounts.

d) Business cards for program-funded employees, e.g., PSCs and other Government Agency employees on PASA/RASA/FAA 632b Agreements, may be program funded. If it is administratively burdensome to program fund them, they may be OE funded.

Exceptions to the above can be made by the Assistant Administrator of the Bureau for Management (AA/M).

#### **E512.5.9 Business Cards for Official Use**

USAID/W: The Requestor is to provide the following information:

- \* Name;
- \* Room Number;
- \* Telephone and FAX numbers;
- \* E-mail Address; and
- \* Title and Office Symbol.

Submit this request to the appropriate Office Director or Designee for approval. The AMS or Designee will submit approved requests to M/AS/CPD for printing.

Overseas: Posts are authorized to establish their own procedures for reimbursement; employees must present proof purchase and actual cost; reimbursement may not exceed the lower of actual cost of the business cards or the allowance.

#### **512.6 Supplementary Reference - N/A**

#### **512.7 Mandatory Reference**

[12 FAM 530](#)

[ADS 331](#)

[ADS 505](#)

[Form AID 5-18, Printing/Distribution Request](#)

[HB 18, PT III, Ch 13](#)

[SF-1, Printing and Binding Requisition](#)

Filename: 512\_w102902.doc  
Directory: \\CCI-ROSSLYN\D-NT\Teshia\Fixed Links\Series 500  
Template: C:\WINDOWS\Profiles\tepayne\Application  
Data\Microsoft\Templates\Normal.dot  
Title: ADS 512 - AGENCY PRINTING AND GRAPHICS  
SERVICES  
Subject:  
Author:  
Keywords: ADS Chapter 512 Agency Printing and Graphics  
Services BROCHURE PAMPHLET PERIODICAL  
PUBLIC PUBLICATIONS  
Comments:  
Creation Date: 5/23/99 2:03 PM  
Change Number: 10  
Last Saved On: 10/30/02 10:03 AM  
Last Saved By: tepayne  
Total Editing Time: 108 Minutes  
Last Printed On: 10/30/02 10:03 AM  
As of Last Complete Printing  
Number of Pages: 6  
Number of Words: 1,784 (approx.)  
Number of Characters: 10,169 (approx.)